

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Special Meeting for the Purpose of a Work Session

Windermere Conference Room, Friday Harbor

September 15, 2015

Members Present: Fred Henley, Barry Jacobson, Mark Madsen, Lynn Weber/Roochvarg

Members Absent: Glenna Hall

Staff Present: Laurie Orton, Carrie Lacher

Facilitator Present: Lynne Hobbs

Call to Order: President Lynn Weber/Roochvarg called the work session to order at 9:00 a.m.

Public Access: None

Agenda Approval

Lynne Hobbs reviewed the agenda and proposed process for the day with the Board members.

Present Principles of this Process

Lynn Weber/Roochvarg reviewed the principles of this process on which the Board had previously agreed. These were displayed in a poster format. The principles are meant to guide the Board in remaining open and transparent during this process.

Principles Guiding Facilities Consideration:

1. Keep all stakeholders apprised of the schedule, process, and outcomes of the facilities consideration process.
2. Listen actively without preconceptions.
3. Receive all input from all sources as worthy of thoughtful attention and consideration.
4. Withhold from decision making until all input has been evaluated with stakeholder participation throughout.

Review All Actions from Previous Work Session

Lynne Hobbs reviewed action items updated as of September 10th.

1. Develop principles to be posted at meetings (completed)
2. Potential consulting design architects list (completed)
3. Write paragraph for the annual report to the community (completed)
4. Collect demographic data (to be presented and still in process)
5. Board field trips to other libraries (completed)
6. Create new page on website about Facility Planning Work Sessions (completed)
7. Present current facility operating expense costs and trends (to be presented)
8. Find survey design consultant (to be discussed)

9. Schedule 2nd facility work session (completed)
10. Revisit current mission/values (to be discussed)
11. Consider members for library facility committee (to be discussed)

Demographics: Laurie distributed and reviewed a chart developed by Floyd. Of note:

- “Percentage of Circulation by Gender & Age 2005-2014” (2012 omitted because of incomplete data (WMS)) that showed circulation (number of items checked out) by gender and age. It was noted that the chart did not show those who were using the Library for other reasons. Big dip in checkout numbers in part attributed to bundling DVD series into one circulation item. Library now has the only free DVDs available on the island which has brought in people who have never used the Library before.
- Difference between Adult Fiction (larger percentage and showing slight decline 9.5%) and Adult Non Fiction (smaller percentage and showing slightly less decline 6.3%).
- County Long Range Plan: shows 2.2% population increase each year through 2035. 2010 census for island is about 6800; 7800 by 2020. School enrollment continues to drop. Important to keep in mind population growth numbers and how they could affect project revenue for the Library. Hard to take into account impact of broadband implementation on the Island.

Review Current Mission/Values to assess likelihood of fulfillment in current facility

- Lynne Hobbs presented a page with the Mission Statement and a list of the Core Values for review and discussion. It was agreed that the Library was addressing the identified core values but could be doing better. It was noted that the list did not address future needs. Question raised of how will the Board measure the level of success going forward? Cause and effect of space: values may be compromised going forward – innovation, morale – both soft and hard constraints.
 - Accessibility
 - Welcome and respect
 - Professionalism
 - facility does not meet this need especially going forward
 - Affects morale and effectiveness of staff
 - Intellectual freedom
 - Innovation
 - Collaboration
- Noted that to date, staff has done an excellent job of maximizing the use of the space but limit has been reached.
- Lynne Hobbs noted that data was needed to support any anecdotal observations. Develop central location for staff to keep track of relevant information:
 - Meeting room requests
 - Computer class space
 - Electrical outlets
- Accessibility was a particular area of concern
 - Shelving
 - Aisles width/height

- Ambiance
- Public work space
- Meeting space
- Staff space
- Tech training space/computer room
- Meeting Room policy stipulates that Library programs and events have priority so therefore have to turn public away.

Discussion developed regarding the need to craft a Vision Statement:

- Needs to be developed in conjunction with the public
- Can develop vision of what would like the library to be in the future but may be limited/changed by physical facility
- Public relies on informed libraries (Board and staff) to educate them about new services of which libraries may be capable

Determine Objectives of a Public Survey

Board brainstormed some ideas about parameters and objectives of a public survey regarding facility needs:

- Approach
 - Give people every possibility to participate and give input
 - Use as opportunity to educate about possible future
- What we need to know
 - Willingness of community to take on a large project
 - Cost and willingness of community to assume that cost
- What we already know
- Can results of old long range planning survey be used?
 - Old survey was not developed for purpose of facility needs assessment
 - Some of the questions may still be relevant
- Survey
 - needs to be short and tightly constructed (focused) so people will respond
 - needs to be able to be mailed on paper in addition to being online
 - mail out to all district members; return of survey through different modes; drop box at various locales
 - important to not exclude certain segments of population due to modality
 - distribute paper survey to all community service organizations
 - could approach service organizations as small focus groups
 - education
 - information gathering
 - Review old survey to assess what does not need to be repeated
 - What is library doing now that public likes?
 - What would the community like the library to be doing?
 - How to reach those who do not currently use the library?
 - What are perceptions of the library in the larger community?

- How to get user as well as non-user input which means different approach for information gathering from last public survey
- Develop joint vision for Library with staff, public, board; thinking beyond idea of Library as a storage facility for books
 - Learned from Lopez Island library visit – a majority of the community had a vision of a limited horizon and was satisfied with that versus on SJI this library does grow and expand. What is boundary of tolerance; when does community say, you are doing enough? Raises question of demographics of Lopez community and demands on Library (e.g., much less ILL on Lopez). Maintaining the library building as a historic building seemed to be more important than offering services to the community that would cause that library to expand beyond its facility. SJI Library project may be an order of magnitude that people may not be used to.
 - Clues on island over last few years of larger projects that indicate what community wants and will support: hospital, art museum, Brickworks, animal shelter. These seem to make clear that San Juan Island has a different culture from that of Lopez Island.
 - Need to “tickle imagination” of public. If they don’t know to envision new library services, they don’t know to ask.
 - Also need to know what community feels are low priority to them – helps to understand “tolerance” of community for this project
- Community input processes
 - Lynn Weber/Roochvarg distributed and shared ideas from the Tempe, AZ library’s ways to gather information from the public on the future of its library:
 - Survey
 - Presented list of possibilities that could be ranked
 - Larger questions could be asked
 - Looking for trends and patterns
 - Town hall meetings
 - Not presentations
 - Group work tables
 - Community participants are not passive
 - Focus groups
 - Lynne Hobbs noted she had experience facilitating focus groups and offered her services pro bono
 - Key is what questions you ask
 - Survey does not necessarily allow the possibility of educating the public on the future possibilities of the library
 - To include town meetings and focus groups in addition to survey would help to create community “buzz” and excitement about the process
 - Novel community outreach (e.g., table at Market Place)
- Survey structure proposed by Lynne Hobbs (facility exploration specific):
 - Keep doing
 - Stop doing

- Do less
 - Do more
 - Start doing
- Lynn Weber/Roochvarg and Glenna Hall researched possible consultants to help design and oversee a public survey. Summary of potential resources was discussed.

Discuss Public Process as part of Facility Decision

- Multiple types of committees would be needed
 - Campaign
 - Design
 - Assist in making a decision to go forward
 - Information gathering
 - Need to represent wide cross section of the community
- Discussion of function of public facilities group
 - Use as first focus group
 - Provide input and feedback on survey results
 - Help design other public events such as Town Hall meetings
 - Assist in gathering information
- Timing of development of public committee
- Makeup of groups for different purposes in process
 - Users
 - Non-users
 - Supporters
 - Skeptics
 - Full time residents
 - Part time residents
- Public process committee
 - Name: Library Facility Advisory Group
 - Initial introduction and context for process
 - Time commitment and timeline
 - Tasks
 - Initial focus group to help Board refine survey and public process
 - Final evaluation and advisory group at end of public input process
 - May assist with other public focus groups and meetings
 - Brainstormed potential committee members and representative categories
 - Input from staff
 - Participants from long range planning
 - Community stakeholders
 - Educational/school community
 - SJI Community foundation
 - SJI Leadership group
 - Local students
 - Local Government
 - Business community
 - Service organizations

- Parents of young children
- Young adults
- Others

Lunch Break at 12:10 pm. Session reconvened at 12:45 pm

Quick Process Check

Lynne Hobbs led the Board in summarizing the morning's discussion and planning the balance of the agenda for the afternoon.

Continued Working Group Brainstorming and Discussion:

- Makeup, size, selection of working groups (initial advisory groups)
 - main purpose would be to provide feedback on and help refine public survey
 - could evolve into a single, long-term advisory group
 - Initial written invitation with follow up call
 - Asking for commitment to process
 - Potential for more than one meeting time to accommodate as many participants as possible
 - Initial meeting
 - Representative of various aspects of community
 - Potential for more than one committee; multiple working groups
 - Touched on facilitation process for meetings
- Timing:
 - Letter draft by November
 - Send letter early January
 - Calls made early to mid-January
 - Initial meetings may start in early February
 - Full survey to go out late February, early March
 - Mid-spring have public session to discuss survey results

Discuss Financial Considerations

Mark presented various financial scenarios and led Board in discussion of financial considerations.

1. \$2.26 million of property tax county wide dedicated to library funding spread between 3 library districts.
2. SJI Library receives 56% of this funding; larger population
3. 2015: \$1.267 million levy amount to SJI Library District
4. Revenue currently nearly at statutory limit of 50 cents per thousand
5. As assessed value rate grows, effective tax rate goes down but projection for next 7 years does not show a significant rise in property values

Presentation regarding potential strategies for raising financing funds

- Bond (e.g., dollar amount of bond)
- Majority vs super majority requirements
- Excess levy

- Private funding
- Funding from capital portion of State budget

Presentation of potential cost considerations:

- Rebuild existing footprint
- Small expansion
- Large expansion
- Property acquisition scenarios

Discussion of ramifications and creative solutions of cost considerations:

- Partnering with other entities
- Impact to community
- Relation to other recent large facilities projects
- Shared civic facilities
- Staffing levels
- Population projections/trends
- Clarify boundaries of library district (SJL only)

Action Planning:

Reviewed timeline from May 2015 to January 2016:

- Next work session December 15 2015
- Work session January 2015
- Survey initially projected to start November 2015
- Doing focus groups and town meetings will require more time than initially projected
- Making final decision in January 2016 may no longer be feasible

Action Steps	Owner	Done By
1. Issues needing data: a. Meeting requests from public b. Computer class space c. Electrical outlets d. Other relevant metrics	Laurie/all	November board meeting
2. Look at population growth trends	Mark	December 15
3. Draft Survey questions	Barry/Lynn W	Nov board meet
4. Draft committee invitation letter	Barry/Lynn W	Nov board meet
5. Phone calls to invitees	all	
6. Work session #3 set for December 15	All/Lynne H facilitates	December 15
7. Contact information for committee candidates	Laurie	December 15
8. Names for committee candidates to Laurie	All	December 15
9. Demographic information from schools	Mark	December 15
10. FAQs regarding facility process	Lynn	December 15
11. Budget for 2016 planning process	Laurie/Mark	October board

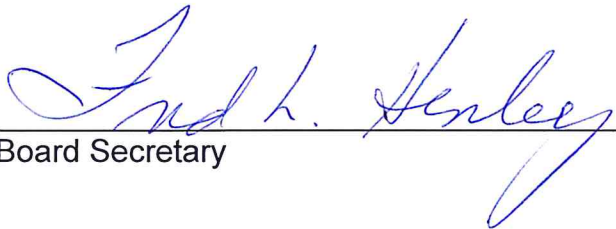
REVIEW OF WORK SESSION PROCESS

- Firm agenda with board input helpful
- Guidepost materials to use as reference
- Keep mission statement and core values as part of the work session packet
- Keep poster of principles and values
- Meeting space and delivery of food items
- Watch budget needs

ADJOURNMENT

Barry Jacobson moved and Fred Henley seconded to adjourn at 2:55 pm. Carried.

Respectfully submitted:


Board Secretary

Approved:


Board President